

☒ Original PMP  
☐ Revised (Changed items, same budget)  
☐ Supplemental



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte



**PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)**

CY 2023

Unit/Office/Dept/Div: **Office of the Graduate School**  
 Project Code: **Office of the Dean of Graduate School-2023**  
 Purpose: **Office use**

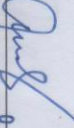
Total Budget : 100,000.00  
 Funding : GF-MOOE  
 PMP #: 83-5-1609-2023-7-0-0

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Construction and Electrical Supplies</b>																
Bulb, LED, 15W	10	pieces	300.00	3,000.00	10											
<b>Sub-Total</b>				<b>3,000.00</b>												
<b>IT Supplies and Equipment</b>																
Ink, EPSON 003, Genuine Yellow 65ml	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Magenta 65ml	5	btl	350.00	1,750.00	5											
Ink, EPSON 003, Genuine Cyan 65ml	5	btl	350.00	1,750.00	5											
Ink, Epson 003, Genuine Black 65ml	5	btl	350.00	1,750.00	5											
<b>Sub-Total</b>				<b>7,000.00</b>												
<b>Office Supplies</b>																
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Glue, Multi-Purpose, White, at least 130g (118ml)	5	blts	78.00	390.00	5											
Pencil, Lead, #2, w/ eraser	10	pieces	10.00	100.00	10											
Fastener, Paper, plastic, 50 sets/box	3	boxes	38.00	114.00	3											
Staple Wire, #35	5	boxes	30.00	150.00	5											
Paper, Bond, A4, S-20, 70 gsm	50	reams	253.00	12,650.00	50											
Envelope, Expanding, with garter tie, golden yellow, short	20	pc	11.00	220.00	20											
Envelope, Expanding, with garter tie, violet, long	20	pc	15.00	300.00	20											
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00	20											
Envelope, Expanding, with garter tie, red, short	20	pc	11.00	220.00	20											
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	20											

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	5	tubes	220.00	1,100.00	5											
Stick Broom (linging) 6" from the top, approx 370 pcs	3	piece	40.00	120.00	3											
Broom, Soft (Tambo), Large, Heavy Duty	3	pcs	250.00	750.00	3											
Wall Clock	1	pc	800.00	800.00	1											
Alcohol, Isopropyl, 70% solution, 500mL	5	btl	140.00	700.00	5											
Cleaner, Glass, 500mL, spray type, any scent	2	btl	200.00	400.00	2											
Cleanser, Powder, 500g, any scent	3	btl	76.00	228.00	3											
Disinfectant Cleaner, multi-surface, scented	3	gal	420.00	1,260.00	3											
Disinfectant spray, 400gms, lavender moist	3	tubes	300.00	900.00	3											
Soap, Detergent, Liquid, 1 gal, any scent	1	gal	350.00	350.00	1											
Muriatic Acid concentrated scented	2	gal	350.00	700.00	2											
Floor mop with bucket, microfiber spin rotating 360	1	pc	1,500.00	1,500.00	1											
Tape, Masking, 1" x 25 yards	5	rolls	48.00	240.00	5											
Rags, large, good quality, size 24"x15", water absorbent	8	pcs	40.00	320.00	8											
Dust pan, plastic, stand-up handle, large	2	pc	140.00	280.00	2											
Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	10	pack	85.00	850.00	10											
<b>Sub-Total</b>				<b>26,642.00</b>												
<b>Grand Total</b>				<b>36,642.00</b>												

Prepared by:   
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Head, Budget Office

Date: 08/22/2022

<> \*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGF, Supplemental or Augmentation  
Note: Please make a separate PMP for each funding source.  
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies